

Approved For Release 2000/08/21 : CIA-RDP33-02415A000400130002-0

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VITAL RECORDS DEPOSIT SCHEDULE					OFFICE, DIVISION CODE OSA DD S&T	NO. OF PAGES 1 OF 2
					DATE PREPARED 14 SEPT 1976	
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OFFICE, DIVISION DD/S&T - Office of Special Activities			25X1A9a			
ITEM NO.	VITAL RECORDS IDENTIFICATION (Title, description and inclusive dates)		MEDIA OF DEPOSIT	FREQUENCY OF DEPOSIT	DISPOSITION INSTRUCTIONS	
1.	I. Policy Directives and Plans		Hard Copy	One Time	OSA will be responsible for disposition action.	
1.	Global War Plans - SAC/USAF Plans					
2.	Liaison Agreements with Other Government Agencies		Hard Copy	One Time	OSA will be responsible for disposition action.	
1.	II. General Operational Guidance		Hard Copy	Intermittent	OSA will be responsible for disposition action.	
1.	Projects and Related Data					
2.	Vital Records on Operations Cover		Hard Copy	Intermittent	OSA will be responsible for disposition action.	
3.	Project Headquarters Manuals: i. e. Reports Control; Flight Planning, Tactical, Detachment Mission Directives; Deployment Planning		Hard Copy	Intermittent	OSA will be responsible for disposition action.	
4.	Project Concept of Operations		Hard Copy	Intermittent	OSA will be responsible for disposition action.	
5.	Cryptic Reference and Signal Center Encode listings		Hard Copy	Intermittent	Return Quarterly - March June, Sept & Dec.	
6.	Microfilmed Cables - Original Negatives		Reels	Intermittent	OSA will be responsible for disposition action.	

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ITEM NO.	VITAL RECORDS IDENTIFICATION (Title, description and inclusive dates)	MEDIA OF DEPOSIT	FREQUENCY OF DEPOSIT	DISPOSITION INSTRUCTIONS
7.	II. General Operational Guidance Cont. Master Microfilmed Cable Index Cards	Hard Copy	Intermittent.	OSA will be responsible for disposition action.
8.	Master list of Document Control Account numbers assigned to recipients.	Hard Copy	Intermittent	Return semi-annually March and September
9.	Master list of Covert Contractor Mail Addresses and Pouch Addresses	Hard Copy	Intermittent	Return semi-annually January and July
1.	III. Operational Support Emergency Procedures Instructions	Hard Copy	Intermittent	Return annually - June
2.	Personnel Position Control Register	Hard Copy	Intermittent	Return one month after receipt.
3.	Listing of Special Contractor's Contracts (Covert)	Hard Copy	Intermittent	Return semi-annually January and July
4.	Shelf Lists of Retired Records	Hard Copy	Intermittent	Return Quarterly - February, May, August and November.
5.	25X1A9a Contract Personnel Report APPR	Hard Copy	Intermittent	Return one month after receipt.